



Department of Energy

Washington, DC 20585

February 27, 2003

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MEMORANDUM FOR DISTRIBUTION (FIELD CFOs)

FROM:

HELEN O. SHERMAN, DIRECTOR
OFFICE OF FINANCE AND ACCOUNTING POLICY

Helen O. Sherman

SUBJECT:

Detailed Information Regarding Data Conversion Preparation

On March 15, 2002, a memorandum was distributed requesting assistance in preparing for the conversion of legacy data required for the successful implementation of the Department's new Standard Accounting and Reporting System (STARS). The purpose of this memorandum is to provide more detailed information regarding legacy data clean-up areas. Legacy data must be correct and valid to ensure a successful data conversion and system implementation. Again, we are requesting your assistance. It is of the utmost importance to begin this data clean-up activity as soon as possible to ensure the legacy data is correct for data conversion testing as well as for the actual data conversion at system implementation.

The activities listed below are representative of data clean-up activities occurring at many field locations.

- Create/review Opening Balances in General Ledger and ensure proper combination of balances
- Ensure Trial Balance and General Ledger information reconciles
- Review/verify Vendor and Dun & Bradstreet Universal Numbering System (DUNS) tables contain valid tax identification numbers (TIN), banking information, and the correct relationships exist between these tables
- Review Invoice and Voucher information to ensure prior year activity was properly deleted during the year-end process
- Review plant and equipment information
- Review Accounts Receivable activity to ensure proper billing, proper charge accounts, and determine close-out and/or write-offs
- Review employee information
- Review and close-out travel information including airline tickets and Permanent Change of Station (PCS) information deemed inactive
- Review/retire reimbursable work orders
- Review/close-out inactive contracts

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- Review/verify current contract information exists in all the necessary tables
- Review/reconcile and resolve abnormal balance accounts including credit balances
- Verify year-end closing routines deleted/retained the correct information including aged obligations to be de-obligated
- Review summary tables to ensure consistency

As mentioned previously, our goal continues to give you as much lead-time as possible to address these issues and impacts. Please consider these areas in addition to existing data integrity procedures and reconciliation processes. This will help ensure a smoother transition to the Department's new accounting and reporting system, and will decrease the possibility of adversely impacting the implementation schedule. By starting early, it allows the STARS Development Team the opportunity to conduct mini conversion tests to help ensure a successful transition.

If you have any questions, need additional information, or would like to add additional clean-up areas, please feel free to contact Warren Huffer, Director of Corporate Financial Systems on 301-903-3761 or Laura Kramer on 301-903-9932.

cc:

C. Simpson, ME-2.5

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